

# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### BUILDING MANAGER



**SALARY RANGE:** \$77,767.30 - \$110,979.19 (S30)

**WORKWEEK:** NL (35 hour)

**POSTING PERIOD FROM:** August 30, 2017

**TO:** September 13, 2017

**OPEN TO:** ☐ Unit Scope:

☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

**DIVISION/LOCATION:**

Division of Property Management  
and Construction

Office of Building Management and Operations  
Trenton Area Building Complexes

**JOB DESCRIPTION:** Responsible for all financial, administrative, life safety, engineering, and maintenance operations of major Trenton-area building groups; supervises staff involved in operating and maintaining buildings; plans, organizes, and assigns work and evaluates employee performance and conduct, enabling the effective recommendation for hiring, firing, promoting, and disciplining of subordinates; establishes all Department objectives for security and safety programs, construction and renovation schedules, standards and procedures for all maintenance and services, as well as preventive maintenance scheduling; responsible for the preparation of operational budget requests for major building groups and for fiscal conformance to the approved budget; maintains effective, professional client relations within the assigned buildings; ensures compliance with all applicable safety, fire, and building codes; does other related duties as required.

**REQUIREMENTS:** Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Five (5) years of experience in building management and operations, which includes experience in building maintenance and repair programs, two (2) years of which shall have been in a supervisory capacity.

**NOTE:** A Master's degree in Business Administration, Management or closely related field may be substituted for one (1) year of required non-supervisory experience.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**LICENSE:** Appointees WILL be required to possess a driver's license valid in New Jersey.

If you qualify and are interested, please send your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(subject line: Building Manager)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service rules and regulations.

**JOB POSTING AUTHORIZED BY:**

  
Douglas J. Ianni, Human Resources Officer

*The State of New Jersey is an Equal Opportunity Employer*